

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2007

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

PHA Plan Agency Identification

PHA Name: Port Huron Housing Commission

PHA Number: MI 039

PHA Fiscal Year Beginning: (mm/yyyy) 07/2007

PHA Programs Administered:

☒ **Public Housing and Section 8** ☐ **Section 8 Only** ☐ **Public Housing Only**
Number of public housing units: 443 Number of S8 units: Number of public housing units:
Number of S8 units: 522

☐ **PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at:
(select all that apply)

- ☒ Main administrative office of the PHA
- ☐ PHA development management offices
- ☐ PHA local offices
- ☐ Main administrative office of the local government
- ☐ Main administrative office of the County government
- ☐ Main administrative office of the State government
- ☐ Public library

- ☐ PHA website
- ☐ Other (list below)

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- ☒ Main business office of the PHA
- ☐ PHA development management offices
- ☐ Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 20 - 20
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- ☐ The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- ☐ The PHA's mission is: (state mission here)

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

- ☐ PHA Goal: Expand the supply of assisted housing
Objectives:
- ☐ Apply for additional rental vouchers:
 - ☐ Reduce public housing vacancies:
 - ☐ Leverage private or other public funds to create additional housing opportunities:
 - ☐ Acquire or build units or developments
 - ☐ Other (list below)
- ☐ PHA Goal: Improve the quality of assisted housing
Objectives:
- ☐ Improve public housing management: (PHAS score)
 - ☐ Improve voucher management: (SEMAP score)
 - ☐ Increase customer satisfaction:
 - ☐ Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - ☐ Renovate or modernize public housing units:

- ☐ Demolish or dispose of obsolete public housing:
- ☐ Provide replacement public housing:
- ☐ Provide replacement vouchers:
- ☐ Other: (list below)

- ☐ PHA Goal: Increase assisted housing choices

Objectives:

- ☐ Provide voucher mobility counseling:
- ☐ Conduct outreach efforts to potential voucher landlords
- ☐ Increase voucher payment standards
- ☐ Implement voucher homeownership program:
- ☐ Implement public housing or other homeownership programs:
- ☐ Implement public housing site-based waiting lists:
- ☐ Convert public housing to vouchers:
- ☐ Other: (list below)

HUD Strategic Goal: Improve community quality of life and economic vitality

- ☐ PHA Goal: Provide an improved living environment

Objectives:

- ☐ Implement measures to de-concentrate poverty by bringing higher income public housing households into lower income developments:
- ☐ Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- ☐ Implement public housing security improvements:
- ☐ Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- ☐ Other: (list below)

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

- ☐ PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- ☐ Increase the number and percentage of employed persons in assisted families:
- ☐ Provide or attract supportive services to improve assistance recipients' employability:

- ☐ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- ☐ Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☐ PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
 - ☐ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☐ Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
 - ☐ Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
 - ☐ Other: (list below)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2007
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.



Standard Plan



Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Port Huron Housing Commission's Annual Plan consists of minor changes to our existing policies as well as the addition of two new policies to be implemented in the upcoming year. All changes and the additions were discussed and approved by our Board of Commissioners, Resident Advisory Board, and passed all public comment periods. Certification has been given by the City of Port Huron that with the planned changes, our Annual Plan remains consistent with the goals expressed in the Consolidated Plan.

In summary, two (2) new policies have been developed and approved. The new policies are 1.) Retiree Re-Employment Policy, and 2.) Retiree Benefit Policy. The Retiree Re-Employment Policy was created to provide regulation and procedure regarding the re-hiring of retired employees of the Port Huron Housing Commission. The Retiree Benefit Policy was created to provide regulation and procedure for amendments on all benefits provided for Port Huron Housing Commission Retirees. A few regulation changes were implemented in the Public Housing Admission and Continued Occupancy Policy and the Section 8 Administrative Plan as well as minor revisions to the following policies: Community Building /Reinvestment Center Use Policy, Computer Security Policy, Criminal Drug Treatment and Registered Sex Offender Classification Records Management Policy, Document Management Policy, Excess Utility Charge Policy, Fraud Policy, Freedom of Information Policy, Personnel Policy for Non Union Employees, Pet Policy, Procurement Policy, Records Retention and Destruction Policy, Tenant Selection and Assignment Policy, Lease Revisions, and the Tenant Handbook.

This plan continues the same goals and objectives set for our five year plan of 2005-2009 with no revisions. Substantial progress on achieving these goals was noted at the Annual Strategic Planning session.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

Required Attachments:

A	Admissions Policy for De-concentration	53
B	FY 2005 Capital Fund Program Annual Statement	55
<input type="checkbox"/>	Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)	
C	List of Resident Advisory Board Members	60

D	List of Resident Board Member	61
E	Community Service Description of Implementation	62
F	Information on Pet Policy	65
N/A	Section 8 Homeownership Capacity Statement, if applicable	
N/A	Description of Homeownership Programs, if applicable	
G	Progress Report on 5 Year Plan Goals	71
H	Voluntary Conversion	76

Optional Attachments:

N/A	PHA Management Organizational Chart	
I	FY 2005 Capital Fund Program 5 Year Action Plan	77
N/A	Public Housing Drug Elimination Program (PHDEP) Plan	
N/A	Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)	
<input checked="" type="checkbox"/>	Other (List below, providing each attachment name)	
J	FY 2004 CFP Annual Statement – Final	83
K	FY 2005 CFP Annual Statement – as of 12/31/2006	89
L	FY 2006 CFP Annual Statement – as of 12/31/2006	95
M	VAWA – 5 Year Annual Plan Attachment	100

Supporting Documents Available for Review

Indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of	Annual Plan: Housing Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	housing needs in the jurisdiction	
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
X	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	1996	5	5	1	1	1	1
Income >30% but <=50% of AMI	1108	3	3	1	1	1	1
Income >50% but <80% of AMI	1148	3	3	1	1	1	1
Elderly	971	4	1	1	1	1	1
Families with Disabilities	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						
Race/Ethnicity	N/A						

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- ☒ Consolidated Plan of the Jurisdiction/s
Indicate year: **2005-2009**
- ☐ U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- ☐ American Housing Survey data
Indicate year:
- ☐ Other housing market study
Indicate year:
- ☐ Other sources: (list and indicate year of information)

B. Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

PUBLIC HOUSING

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/>	Section 8 tenant-based assistance		
<input checked="" type="checkbox"/>	Public Housing		
<input type="checkbox"/>	Combined Section 8 and Public Housing		
<input type="checkbox"/>	Public Housing Site-Based or sub-jurisdictional waiting list (optional)		
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	375		133
Extremely low income <=30% AMI	366	98%	
Very low income (>30% but <=50% AMI)	9	2%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	153	41%	
Elderly families	18	5%	
Families with Disabilities	141	38%	
Race/ethnicity – White	244	65%	
Race/ethnicity – Black	108	29%	
Race/ethnicity – Hispanic	18	5%	
Race/ethnicity - Other	5	1%	
Characteristics by Bedroom Size (Public Housing Only)			

Housing Needs of Families on the Waiting List			
1BR	203	54%	
2 BR	120	32%	
3 BR	25	7%	
4 BR	5	1%	
5 BR	4	1%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? N/A Does the PHA expect to reopen the list in the PHA Plan year? N/A Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

SECTION 8 HCV PROGRAM

Housing Needs of Families on the Waiting List			
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	271		124
Extremely low income <=30% AMI	254	94%	
Very low income (>30% but <=50% AMI)	16	6%	
Low income (>50% but <80% AMI)	1	0%	
Families with children	211	78%	
Elderly families	18	7%	
Families with Disabilities	88	32%	
Race/ethnicity – White	177	65%	
Race/ethnicity –	88	32%	

Housing Needs of Families on the Waiting List			
Black			
Race/ethnicity – Hispanic	4	1%	
Race/ethnicity - Other	2	1%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 22			
Does the PHA expect to reopen the list in the PHA Plan year? No			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

Due to the fact that our waiting list represents over 98% of the very low income families, the Port Huron Housing Commission will target higher income families in order to accomplish de-concentration.

We continue to lack interest by elderly families due to the high concentration of those with disabilities. With our recent designation for 2 of our villages as "elderly only", we will vigorously promote these sites to try to assist more of the 23% of the elderly in need according to the City's Consolidated Housing Needs Table.

Please refer to the following pages for strategies selected.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

- ☒ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☒ Reduce turnover time for vacated public housing units
- ☒ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☒ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- ☒ Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- ☒ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- ☒ Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- ☐ Other (list below)

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- ☒ Apply for additional section 8 units should they become available
- ☐ Leverage affordable housing resources in the community through the creation of mixed - finance housing
- ☒ Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- ☐ Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- ☐ Employ admissions preferences aimed at families with economic hardships
- ☐ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- ☒ Employ admissions preferences aimed at families who are working
- ☒ Adopt rent policies to support and encourage work
- ☐ Other: (list below)

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- ☐ Seek designation of public housing for the elderly
- ☐ Apply for special-purpose vouchers targeted to the elderly, should they become available
- ☒ Other: (list below)

***Promote our designated elderly sites.**

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- ☐ Seek designation of public housing for families with disabilities
- ☐ Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- ☒ Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- ☐ Affirmatively market to local non-profit agencies that assist families with disabilities
- ☐ Other: (list below)

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- ☐ Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- ☐ Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- ☐ Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- ☐ Market the section 8 program to owners outside of areas of poverty /minority concentrations
- ☐ Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- ☒ Funding constraints
- ☒ Staffing constraints
- ☐ Limited availability of sites for assisted housing
- ☒ Extent to which particular housing needs are met by other organizations in the community
- ☒ Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- ☒ Influence of the housing market on PHA programs
- ☐ Community priorities regarding housing assistance
- ☐ Results of consultation with local or state government
- ☒ Results of consultation with residents and the Resident Advisory Board
- ☐ Results of consultation with advocacy groups
- ☐ Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2007)		
a) Public Housing Operating Fund	\$1,010,042	
b) Public Housing Capital Fund 2007 Estimate	\$715,070	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$3,040,174	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (List Below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
2005 Capital Fund MI28P03650105	\$119,559	Capital Improvements
2006 Capital Fund MI28P03650106	\$718,096	Capital Improvements
3. Public Housing Dwelling Rental Income	\$833,299	Public Housing Operations
4. Other Income (list below)		
Excess Utilities	\$6,750	Public Housing Operations
4. Non-federal sources (list below)		
Interest Income	\$40,000	Public Housing Operations
Total Resources	\$6,482,990	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- ☐ When families are within a certain number of being offered a unit: (state number)
- ☒ When families are within a certain time of being offered a unit:

(with/in 2 months)

- ☐ Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- ☒ Criminal or Drug-related activity
- ☒ Rental history
- ☒ Housekeeping
- ☐ Other (describe)

c. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- ☒ Community-wide list
- ☐ Sub-jurisdictional lists
- ☐ Site-based waiting lists
- ☐ Other (describe)

b. Where may interested persons apply for admission to public housing?

- ☒ PHA main administrative office
- ☐ PHA development site management office
- ☐ Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year?
2. ☐ Yes ☐ No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)? If yes, how many lists?
3. ☐ Yes ☐ No: May families be on more than one list simultaneously? If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
 - ☐ PHA main administrative office
 - ☐ All PHA development management offices
 - ☐ Management offices at developments with site-based waiting lists
 - ☐ At the development to which they would like to apply
 - ☐ Other (list below)

(3) Assignment

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
 - ☒ One
 - ☐ Two
 - ☐ Three or More
- b. ☒ Yes ☐ No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

- a. Income targeting:
 - ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:

In what circumstances will transfers take precedence over new admissions?
(list below)

- ☒ Emergencies
- ☒ Over housed
- ☒ Under housed
- ☐ Medical justification
- ☒ Administrative reasons determined by the PHA (e.g., to permit modernization work)
- ☐ Resident choice: (state circumstances below)
- ☐ Other: (list below)

c. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to public housing (other than date and time of application)?
(If "no" is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- ☐ Victims of domestic violence
- ☐ Substandard housing
- ☐ Homelessness
- ☐ High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☒ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☒ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)

Notwithstanding any of the above selected preferences, families who are elderly, disabled, or have dependents will be offered assistance before other single persons.

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- 2 Residents who live and/or work in the jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- 2 Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- 2 Victims of reprisals or hate crimes
- ☐ Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- ☐ The PHA applies preferences within income tiers
- ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- ☒ The PHA-resident lease
- ☒ The PHA's Admissions and (Continued) Occupancy policy
- ☒ PHA briefing seminars or written materials
- ☒ Other source (list)

***Tenant Handbook**

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- ☐ At an annual reexamination and lease renewal
- ☒ Any time family composition changes
- ☐ At family request for revision
- ☐ Other (list)

(6) De-concentration and Income Mixing

Pursuant to Notice 2001-4, the following questions have been disregarded. Please see Required Attachment A- DE-CONCENTRATION AND INCOME MIXING with the new questions.

a. ☐ Yes ☐ No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. ☐ Yes ☐ No: Did the PHA adopt any changes to its **admissions policies** based on the results of the required analysis of the need to promote de-concentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- ☐ Adoption of site-based waiting lists
If selected, list targeted developments below:
- ☐ Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

- ☐ Employing new admission preferences at targeted developments
If selected, list targeted developments below:
- ☐ Other (list policies and developments targeted below)
- d. ☐ Yes ☐ No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for de-concentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- ☐ Additional affirmative marketing
- ☐ Actions to improve the marketability of certain developments
- ☐ Adoption or adjustment of ceiling rents for certain developments
- ☐ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- ☐ Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- ☐ Not applicable: results of analysis did not indicate a need for such efforts
- ☐ List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- ☒ Criminal or drug-related activity only to the extent required by law or regulation
 - ☐ Criminal and drug-related activity, more extensively than required by law or regulation
 - ☐ More general screening than criminal and drug-related activity (list factors below)
 - ☒ Other (list below)

Sex Offenders

- b. ☒ Yes ☐ No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. ☒ Yes ☐ No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d. ☐ Yes ☒ No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- ☐ Criminal or drug-related activity
 - ☒ Other (describe below)

Upon request of a prospective landlord, we will provide information regarding a current program participant's current address, any previous known addresses, and/or landlord information that is documented in the tenant file.

(2) Waiting List Organization

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- ☒ None
 - ☐ Federal public housing
 - ☐ Federal moderate rehabilitation
 - ☐ Federal project-based certificate program
 - ☐ Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

(3) Search Time

- a. ☒ Yes ☐ No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

-If a request is put in writing and efforts can be documented and if additional time can reasonably be expected to result in success.

-As a result of a reasonable accommodation request if the family includes a person with disabilities and the family requires an extension due to the disability.

(4) Admissions Preferences

- a. Income targeting

- ☐ Yes ☒ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1. ☒ Yes ☐ No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- ☒ Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
☐ Victims of domestic violence
☐ Substandard housing
☐ Homelessness
☐ High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- ☒ Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
- ☒ Residents who live and/or work in your jurisdiction
- ☐ Those enrolled currently in educational, training, or upward mobility programs
- ☒ Households that contribute to meeting income goals (broad range of incomes)
- ☐ Households that contribute to meeting income requirements (targeting)
- ☐ Those previously enrolled in educational, training, or upward mobility programs
- ☒ Victims of reprisals or hate crimes
- ☒ Other preference(s) (list below)

Notwithstanding any of the above selected preferences, families who are elderly, disabled, or have dependents will be offered assistance before other single persons.

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

- 2 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- ☐ Veterans and veterans' families
 - 2 ☐ Residents who live and/or work in your jurisdiction
 - ☐ Those enrolled currently in educational, training, or upward mobility programs
 - 2 ☐ Households that contribute to meeting income goals (broad range of incomes)
 - ☐ Households that contribute to meeting income requirements (targeting)

- ☐ Those previously enrolled in educational, training, or upward mobility programs
 - 2 ☐ Victims of reprisals or hate crimes
 - ☐ Other preference(s) (list below)
4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)
- ☒ Date and time of application
 - ☐ Drawing (lottery) or other random choice technique
5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)
- ☒ This preference has previously been reviewed and approved by HUD
 - ☐ The PHA requests approval for this preference through this PHA Plan
6. Relationship of preferences to income targeting requirements: (select one)
- ☐ The PHA applies preferences within income tiers
 - ☒ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)
- ☐ The Section 8 Administrative Plan
 - ☐ Briefing sessions and written materials
 - ☐ Other (list below)
- b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?
- ☐ Through published notices
 - ☐ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

(1) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- ☐ The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- ☒ The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- ☐ \$0
☐ \$1-\$25
☒ \$26-\$50

2. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

- a. **When the family has lost eligibility or is waiting on eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the immigration and nationality act who would be entitled to public benefits but for title IV of the personal responsibility and work opportunity act of 1996;**
- b. **When the family would be evicted because it is unable to pay the minimum rent;**
- c. **When the income of the family has decreased because of changed circumstances, including the loss of employment; and**

d. When a death has occurred in the family.

c. Rents set at less than 30% than adjusted income

1. ☐ Yes ☒ No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?
2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- ☐ For the earned income of a previously unemployed household member
- ☐ For increases in earned income
- ☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- ☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- ☐ For household heads
- ☐ For other family members
- ☐ For transportation expenses
- ☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
- ☐ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)
- ☒ Yes for all developments
- ☐ Yes but only for some developments
- ☐ No
2. For which kinds of developments are ceiling rents in place? (select all that apply)
- ☒ For all developments
- ☐ For all general occupancy developments (not elderly or disabled or elderly only)

- ☐ For specified general occupancy developments
- ☐ For certain parts of developments; e.g., the high-rise portion
- ☐ For certain size units; e.g., larger bedroom sizes
- ☐ Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- ☒ Market comparability study
- ☒ Fair market rents (FMR)
- ☐ 95th percentile rents
- ☐ 75 percent of operating costs
- ☐ 100 percent of operating costs for general occupancy (family) developments
- ☒ Operating costs plus debt service
- ☒ The "rental value" of the unit
- ☐ Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- ☐ Never
- ☐ At family option
- ☐ Any time the family experiences an income increase
- ☐ Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- ☒ Other (list below)

- **Anytime a member is added to the unit**
- **Anytime a household member has left the unit**
- **Anytime a household experiences an income decrease**
- **Anytime a household experiences a deduction increase**

g. ☐ Yes ☒ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- ☒ The section 8 rent reasonableness study of comparable housing
- ☒ Survey of rents listed in local newspaper
- ☐ Survey of similar unassisted units in the neighborhood
- ☒ Other (list/describe below)

- **Current income from rents**
- **The rental value of the unit and operating cost**
- **The number of residents participating in the current flat rent option**

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ☐ At or above 90% but below 100% of FMR
- ☒ 100% of FMR
- ☐ Above 100% but at or below 110% of FMR
- ☐ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ The PHA has chosen to serve additional families by lowering the payment standard
- ☐ Reflects market or submarket
- ☐ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- ☐ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ☐ Reflects market or submarket
- ☐ To increase housing options for families
- ☐ Other (list below)

- d. How often are payment standards reevaluated for adequacy? (select one)
- ☒ Annually
- ☐ Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- ☒ Success rates of assisted families
- ☒ Rent burdens of assisted families
- ☒ Other (list below)

- Funding

(2) Minimum Rent

- a. What amount best reflects the PHA's minimum rent? (select one)
- ☐ \$0
- ☐ \$1-\$25
- ☒ \$26-\$50
- b. ☒ Yes ☐ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)
- a. **When the family has lost eligibility or is waiting on eligibility determination for a Federal, State, or local assistance program, including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the immigration and nationality act who would be entitled to public benefits but for title IV of the personal responsibility and work opportunity act of 1996;**
- b. **When the family would be evicted because it is unable to pay the minimum rent;**
- c. **When the income of the family has decreased because of changed circumstances, including the loss of employment; and**
- d. **When a death has occurred in the family.**

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

- ☐ An organization chart showing the PHA's management structure and organization is attached.
- ☒ A brief description of the management structure and organization of the PHA follows:

Board of Commissioners			
*Executive Director (Supervises all Positions)			
		*****Secretary (Vacant)	
*Deputy Director (Vacant) (Supervises all Positions Listed Below)			
		*****Program Assistant Specialist	
*Maintenance Supervisor - Operations (Supervises Positions Listed Below)		*Program Coordinator (Supervises Positions Listed Below)	*Program Financial Manager (Supervises Positions Listed Below)
Lead & Building Maintenance Men	Maintenance Clerk	Housing Specialists	Accounting Assistant
Housing Custodians	Maintenance Clerk Assistant	Section 8 Specialists	
	Section 3 Workers	Housing Clerk	Resident Service Specialist
	Seasonal Workers	In Take Specialist	
	Community Service Workers	Housing Clerk Assistant	
	Contracted Workers		

		*Modernization Construction Manager (Supervises Modernization Inspector)	Modernization Inspector (Vacant)
--	--	--	---

B. HUD Programs Under PHA Management

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	443	133
Section 8 Vouchers	522	124
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/ Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	238	86
Other Federal Programs (list		

individually)		
Service Coordinator	205	47

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

(1) Public Housing Maintenance and Management: (list below)

- Admissions and Occupancy Policy
- Blood Borne Disease Policy
- Building Security Policy
- Capitalization Policy
- Change Fund Policy
- Check Signing Policy
- Clean Desk Policy
- Code of Ethics Policy
- Community Building Use Policy
- Computer System Security Policy
- Criminal Policies
- Disposition Policy
- Documents Management Policy
- Drug Free Workplace Policy
- Emergency Assistance Policy for Employees & Building Monitors
- Emergency Assistance Policy for Families
- Emergency Assistance Policy for Seniors
- Equal Housing Opportunity/Civil Rights Compliance Policy
- Excess Utility Charge Policy
- Fraud Policy
- Freedom of Information Policy
- Funds Transfer Policy
- Investment Policy
- No Smoking Policy
- No Trespassing Policy
- Parking Permit Policy
- Personnel Policy
- Procurement Policy
- Reasonable Accommodation Policy
- Records Retention and Destruction Policy
- Rent Collection Policy

Retiree Benefit Policy
Retiree Re-employment Policy
Senior Rent Bill Drop Box Policy
Snow Removal Policy-Senior Sites
Tenant Selection & Assignment Policy
Transportation of Employees Policy
Travel Policy
Tenant Handbook
Tenant Lease
Weapons Policy
Agency Plan
Facilities Maintenance Management Plan
Schedule of Maintenance Charges
Hazardous Material Policy

(2) Section 8 Management: (list below)

Section 8 Administrative Plan
Tenant/Landlord Contract

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ☐ Yes ☒ No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- ☒ PHA main administrative office
☐ PHA development management offices
☐ Other (list below)

B. Section 8 Tenant-Based Assistance

1. ☐ Yes ☒ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ☒ PHA main administrative office
☐ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- ☒ The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

REQUIRED ATTACHMENT B – 2007 CFP ANNUAL STATEMENT

-or-

- ☐ The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- a. ☒ Yes ☐ No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

- ☒ The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

OPTIONAL ATTACHMENT I -2007 CFP 5-YEAR ACTION PLAN

-or-

- ☐ The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- ☐ Yes ☒ No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
 - ☐ Revitalization Plan under development
 - ☐ Revitalization Plan submitted, pending approval
 - ☐ Revitalization Plan approved
 - ☐ Activities pursuant to an approved Revitalization Plan underway

- ☒ Yes ☐ No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?
- If yes, list development name/s below:

If available:

- **PERU AND DESMOND VILLAGE RENOVATIONS AND BALCONY ADDITIONS**
- **POSSIBLE DULHUT PLANS (TO BE DETERMINED)**

☒ Yes ☐ No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:

- **PERU AND DESMOND VILLAGE RENOVATIONS AND BALCONY ADDITIONS**
- **POSSIBLE DULHUT PLANS (TO BE DETERMINED)**

☐ Yes ☒ No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

☐ Yes ☒ No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If "yes", skip to component 9. If "No", complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: DULHUT VILLAGE
1b. Development (project) number: MI 039-003
2. Activity type: Demolition <input checked="" type="checkbox"/> -or- Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 10/01/2007
5. Number of units affected: 120
6. Coverage of action (select one)

☐ Part of the development

-or-

☒ Total development

7. Timeline for activity:

a. Actual or projected start date of activity: 07/01/2008

b. Projected end date of activity: 07/01/2010

Additional Notes: Buildings in Dulhut Village are located “very close” together causing very dense conditions. This village has been experiencing “many” drug and criminal related activities and is currently experiencing high vacancies as we cannot get anyone to live there.

We are looking at a few options. One is to demolish some of the buildings and rebuild most of them in other parts of our property which would spread them out and enable us to build a roadway in and through this village for police access.

Other options are to sell the entire project (village) or to demolish the entire project (village), request replacement vouchers, and replace with newly constructed homes and or apartments.

This is a real “rough estimate” for a time line as this whole process is in the very beginning planning stages.

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. ☒ Yes ☐ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

- ☐ Yes ☒ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 10. If "No", complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: DESMOND AND PERU VILLAGES
1b. Development (project) number: MI 039-002
2. Designation type: Occupancy by only the elderly <input checked="" type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA's Designation Plan <input checked="" type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <u>07/01/2004</u>
5. If approved, will this designation constitute a (select one) <input checked="" type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. ☐ Yes ☒ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If "yes", skip to component 11. If "No", complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

See **Required Attachment H – VOLUNTARY CONVERSION** for Item 10(b), Voluntary Conversion Initial

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1. ☐ Yes ☒ No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

- ☐ Yes ☐ No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name:
1b. Development (project) number:
2. Federal Program authority:
<input type="checkbox"/> HOPE I
<input type="checkbox"/> 5(h)
<input type="checkbox"/> Turnkey III

<input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: <u>(DD/MM/YYYY)</u>
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

1. ☐ Yes ☒ No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes", describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

2. Program Description:

a. Size of Program

- ☐ Yes ☐ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ☐ 25 or fewer participants
☐ 26 - 50 participants
☐ 51 to 100 participants
☐ more than 100 participants

b. PHA-established eligibility criteria

- ☐ Yes ☐ No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- ☐ Yes ☒ No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed?
DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- ☒ Client referrals
- ☒ Information sharing regarding mutual clients (for rent determinations and otherwise)
- ☐ Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- ☐ Jointly administer programs
- ☐ Partner to administer a HUD Welfare-to-Work voucher program
- ☐ Joint administration of other demonstration program
- ☐ Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- ☒ Public housing rent determination policies
- ☒ Public housing admissions policies
- ☒ Section 8 admissions policies
- ☐ Preference in admission to section 8 for certain public housing families
- ☐ Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- ☐ Preference/eligibility for public housing homeownership option participation
- ☐ Preference/eligibility for section 8 homeownership option participation

☐ Other policies (list below)

b. Economic and Social self-sufficiency programs

☐ Yes ☒ No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

b. ☐ Yes ☐ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- ☒ Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- ☒ Informing residents of new policy on admission and reexamination
- ☒ Actively notifying residents of new policy at times in addition to admission and reexamination.
- ☒ Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- ☐ Establishing a protocol for exchange of information with all appropriate TANF agencies
- ☐ Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

See **Required Attachment E – COMMUNITY SERVICE** on the Community Service Requirement

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

A. Need for measures to ensure the safety of public housing residents

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- ☒ High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- ☒ High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- ☒ Residents fearful for their safety and/or the safety of their children
- ☐ Observed lower-level crime, vandalism and/or graffiti
- ☒ People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- ☐ Other (describe below)

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- ☒ Safety and security survey of residents
- ☒ Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- ☐ Analysis of cost trends over time for repair of vandalism and removal of graffiti
- ☒ Resident reports
- ☒ PHA employee reports
- ☒ Police reports
- ☐ Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- ☐ Other (describe below)

3. Which developments are most affected? (list below)

DULHUT VILLAGE (HIGH)
HURON VILLAGE (MODERATE)
GRATIOT VILLAGE (MODERATE)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- ☒ Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- ☒ Crime Prevention Through Environmental Design
- ☒ Activities targeted to at-risk youth, adults, or seniors
- ☐ Volunteer Resident Patrol/Block Watchers Program
- ☐ Other (describe below)

2. Which developments are most affected? (list below)

DULHUT VILLAGE
HURON VILLAGE
GRATIOT VILLAGE

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- ☒ Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- ☒ Police provide crime data to housing authority staff for analysis and action
- ☒ Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- ☐ Police regularly testify in and otherwise support eviction cases
- ☒ Police regularly meet with the PHA management and residents
- ☒ Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- ☐ Other activities (list below)

2. Which developments are most affected? (list below)

**DULHUT VILLAGE
GRATIOT VILLAGE**

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

This section is no longer required or applicable. Funds have been incorporated into our Capital Fund Program so we may continue to provide these services.

- ☐ Yes ☐ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- ☐ Yes ☐ No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- ☐ Yes ☐ No: This PHDEP Plan is an Attachment. (Attachment Filename: _____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

See Required Attachment F – PET POLICY regarding our Pet Policy.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. ☒ Yes ☐ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?
(If no, skip to component 17.)
2. ☒ Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. ☒ Yes ☐ No: Were there any findings as the result of that audit?
4. ☐ Yes ☒ No: If there were any findings, do any remain unresolved?
If yes, how many unresolved findings remain? _____
5. ☐ Yes ☐ No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. ☒ Yes ☐ No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
2. What types of asset management activities will the PHA undertake? (select all that apply)
 - ☐ Not applicable
 - ☐ Private management
 - ☒ Development-based accounting
 - ☐ Comprehensive stock assessment
 - ☐ Other: (list below)
3. ☐ Yes ☒ No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. ☐ Yes ☒ No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- ☐ Attached at Attachment (File name)
- ☐ Provided below:
3. In what manner did the PHA address those comments? (select all that apply)
- ☐ Considered comments, but determined that no changes to the PHA Plan were necessary.
- ☐ The PHA changed portions of the PHA Plan in response to comments
List changes below:
- ☐ Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. ☐ Yes ☒ No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. ☐ Yes ☒ No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

- a. Nomination of candidates for place on the ballot: (select all that apply)
- ☐ Candidates were nominated by resident and assisted family organizations
- ☐ Candidates could be nominated by any adult recipient of PHA assistance
- ☐ Self-nomination: Candidates registered with the PHA and requested a place on ballot
- ☐ Other: (describe)
- b. Eligible candidates: (select one)
- ☐ Any recipient of PHA assistance
- ☐ Any head of household receiving PHA assistance
- ☐ Any adult recipient of PHA assistance
- ☐ Any adult member of a resident or assisted family organization
- ☐ Other (list)

c. Eligible voters: (select all that apply)

- ☐ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- ☐ Representatives of all PHA resident and assisted family organizations
- ☐ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: **CITY OF PORT HURON, MICHIGAN**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- ☒ The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- ☒ The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- ☒ The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- ☒ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

***Elimination of conditions which are detrimental to health, safety, & welfare of residents...**

All public housing stock ensure “safe, sanitary, and decent housing”; and through annual inspections the guaranty is offered under our Section 8 program as well as public housing.

***Elimination of slum and blighted areas ...**

Through the use of Capital Funds, our Public Housing stock will prevent any deterioration of our buildings thus keeping them from becoming blighted areas.

***Provide the alleviation of physical and economic distress ...**

Our programs offer income based rent which helps provide affordable housing.

***Revitalization of neighborhoods to attract persons of higher income so as to reduce the isolation of income groups...**

Included in our goals is to improve the curb appeal of all public housing stock through improvements to the buildings as well as the landscaping. It is also the Housing Commission's policy to provide for deconcentration of poverty and encourage income mixing by bringing higher income families into lower income developments and vice versa.

***Expansion of and improvement of the quantity and quality of community services, principally for persons of low income...**

The Housing Commission offers programs for moderate to low income residents: A Head Start Program , Computer Learning Centers, Food Distribution Programs, Senior Meals Programs, and a Police Mini Station. We also partner with the SONS program to provide an Outreach Center, and for various playground activities, summer events such as carnivals and movies, etc.; and with the Senior Activity Center to provide for events such as the Senior Activity Day, Bake Sales, Garage Sales, etc.

☐ Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Substantial Deviation:

The Port Huron Housing Commission shall consider the following circumstances to constitute a "significant amendment" or "substantial deviation" to its Annual Plan:

- Changes to rent or admissions policies or the organization of the waiting list;

- Additions of non-emergency work items which are not included in the current Annual Statement or Five-Year Action Plan, or a change in the use of replacement reserve funds under the Capital Fund;
- Additions of new activities not currently included in the Capital Fund program for drug elimination purposes; and
- Any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.

Items falling under the definition of “significant amendment” or “substantial deviation” above shall be subject to the same requirements and time frames as the original Annual Plan for requesting approval which are:

- Consulting the RAB Board
- Ensure consistency with the Consolidated Plan of the City of Port Huron
- Provide for a 45-day public review period
- Approval by the Board of Commissioners at a meeting which is open to the public
- Approval by HUD

Amendments or deviations to the Annual Plan must be submitted prior to the due date for the following year’s Annual Plan. Amendments may be submitted electronically following HUD guidelines.

Service Coordinator Program:

The Port Huron Housing Commission has received grants for a Service Coordinator under the ROSS program since 1995 and last year received funding under our Operating Subsidy to continue this program. We are once again requesting funding in the amount of \$53,161.00 under our Operating Subsidy for our fiscal year ending June 30, 2008, to continue this program. This funding will cover the salary and fringe benefits of our Service Coordinator.

Our Service Coordinator has been employed to assist our elderly residents, especially those who are frail or at-risk, and those non-elderly residents with disabilities in obtaining the necessary supportive services

to help them to continue to live independently. This person works closely with Community Service providers to be aware of services available and coordinate activities to enhance their daily lives.

Over the years, some of the activities coordinated and successfully executed included:

- Monthly educational programs on health care, healthy living, financial planning, nutrition.
- Made numerous assessments and referrals to community agencies.
- Educated fellow employees on the needs of the elderly and disabled and on the availability of services.
- Held social activity programs at each site which included movie nights, bake sales, garage sales, activity days, etc.
- Made numerous home visits to assist in social problems.
- Assisted the elderly, especially the frail, with the completion of forms and documents to enable them to continue with their daily living.
- Coordinated on-site flu shot clinics.

ATTACHMENTS

Use this section to provide any additional attachments referenced in the Plans.

Required Attachment A..... De-concentration & Income Mixing
Required Attachment B.....2007 CFP Annual Plan
Required Attachment C.....Resident Advisory Board Members
Required Attachment D..... Resident Member of PHA Governing Board
Required Attachment E..... Community Service Policy
Required Attachment F..... Pet Policy
Required Attachment G Progress Report on 5 Year Plan Goals
Required Attachment H..... Voluntary Conversation
Optional Attachment I 2007 CFP 5-Year Action Plan
Optional Attachment J..... FY 2004 CFP Annual Statement - Final
Optional Attachment K..... FY 2005 CFP Annual Statement as of 12/31/06
Optional Attachment L FY 2006 CFP Annual Statement as of 12/31/06
Optional Attachment M VAWA – 5 YR ANNUAL PLAN ATTACHMENT

REQUIRED ATTACHMENT A

PORT HURON HOUSING COMMISSION “DE-CONCENTRATION AND INCOME MIXING”

FINAL RULE ON DECONCENTRATION REVISED QUESTIONS

Component 3. (6) De-concentration and Income Mixing

- a. Does the PHA have any general occupancy (family) public housing developments covered by the de-concentration rule? If no, this section is complete. If yes, continue to next question.

YES

- b. Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

YES

If yes, list these developments as follows:

De-concentration Policy for Covered Developments			
Development Name	Number of Units	Explanation	De-concentration Policy
Huron & Gratiot Villages	118	Both of these Villages represent our efforts to increase the income of families by giving preference to working families. In the end our family sites should have higher EIRs due to our elderly site being on fixed incomes.	See below.
Dulhut Village	120		

PORT HURON HOUSING COMMISSION’S DE-CONCENTRATION POLICY:

It is Port Huron Housing Commission’s policy to provide for de-concentration of poverty and encourage income mixing by bringing higher income families into lower income developments and lower income families into higher income developments. Toward this end, we will skip families on the waiting list to reach other families with a lower or higher income. We will accomplish this in a uniform and non-discriminatory manner.

The Port Huron Housing Commission will affirmatively market our housing to all eligible income groups. Lower income residents will not be steered toward lower income developments and higher income people will not be steered toward higher income developments.

Prior to the beginning of each fiscal year, we will analyze the income levels of families residing in each of our developments and the income levels of the families on the waiting list. Based on this analysis, we will determine the level of marketing strategies and de-concentration incentives to implement.

Incentives:

The Port Huron Housing Commission may offer one or more incentives to encourage applicant families whose income classification would help to meet the de-concentration goals of a particular development.

Various incentives may be used at different times, or under different conditions, but will always be provided in a consistent and nondiscriminatory manner

REQUIRED ATTACHMENT B

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Port Huron Housing Commission		Grant Type and Number CFP Grant No: MI28P03950107 Replacement Housing Factor Grant No:		Federal FY of Grant: 2007	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	\$71,507		\$0	\$0
4	1410 Administration				
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$51,000		\$0	\$0
8	1440 Site Acquisition				
9	1450 Site Improvement	\$5,000		\$0	\$0
10	1460 Dwelling Structures	\$294,563		\$0	\$0
11	1465.1 Dwelling Equipment - Non-expendable	\$5,000		\$0	\$0
12	1470 Non-dwelling Structures	\$13,000		\$0	\$0
13	1475 Non-dwelling Equipment				
14	1485 Demolition	\$80,000		\$0	\$0

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part I: Summary

PHA Name: Port Huron Housing Commission		Grant Type and Number CFP Grant No: MI28P03950107 Replacement Housing Factor Grant No:		Federal FY of Grant: 2007	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$715,0710		\$0	\$0
22	Amount of Line 21 Related to LBP Activities	\$0	\$0	\$0	\$0
23	Amount of Line 21 Related to Section 504 Compliance	\$0	\$0	\$0	\$0
24	Amount of Line 21 Related to Security - Soft Costs	\$0	\$0	\$0	\$0
25	Amount of Line 21 Related to Security - Hard Costs	\$0	\$0	\$0	\$0
026	Amount of Line 21 Related to Energy Conservation Measures	\$0	\$0	\$0	\$0

Annual Statement/Performance and Evaluation Report
Capital Fund Program and capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Port Huron Housing Commission		Grant Type and Number CFP Grant No: MI28P03950107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MI39-1 Gratiot/Huron Villages	Preventative Maintenance	1460	100%	\$40,000		\$0	\$0	
	Tree Removal/Replacement	1450	100%	\$5,000		\$0	\$0	
	Community Building Upgrades	1470	100%	\$8,000		\$0	\$0	
	Vanity/Sink Replacement	1460	100%	\$26,000		\$0	\$0	
MI 39-2 Desmond/Peru Villages	Drop Ceiling Common Spaces	1460	100%	\$100,000		\$0	\$0	
	Lighting Upgrades Common Sp	1460	100%	\$100,000		\$0	\$0	
	Balcony Design	1460	100%	\$38,563		\$0	\$0	
	Elevator Replacement	1460	100%	125,000		\$0	\$0	
	Range/Refrigerator Replacement	1465.1	100%	\$5,000		\$0	\$0	
MI 39-3 Dulhut Village	Preventative Maintenance	1460	100%	\$40,000		\$0	\$0	
	Community Building Upgrades	1470	100%	\$5,000		\$0	\$0	
	Tile Replacement	1460	100%	\$5,000		\$0	\$0	

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: Port Huron Housing Commission		Grant Type and Number CFP Grant No: MI28P03950107 Replacement Housing Factor Grant No:				Federal FY of Grant: 2007		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Demolition	1485	100%	\$80,000		\$0	\$0	
PHA Wide	Administrative Fee	1408	100%	\$71,507		\$0	\$0	
	A & E Design/Inspections	1430	100%	\$51,000		\$0	\$0	
	Maintenance Equipment	1475	100%	\$15,000		\$0	\$0	
Totals				\$715,070		\$0	\$0	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Port Huron Housing Commission		Grant Type and Number Capital Fund Program No: MI 28P03950107 Replacement Housing Factor No:				Federal FY of Grant: 2007	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
MI 39-1 Gratiot/Huron	07/01/2009			07/01/2011			
MI 39-2 Desmond/Peru	07/01/2009			07/01/2011			
MI 39-3 Dulhut	07/01/2009			07/01/2011			
MI 39 PHA Wide	07/01/2009			07/01/2011			

REQUIRED ATTACHMENT C

PORT HURON HOUSING COMMISSION OTHER INFORMATION COMPONENT 18

RESIDENT ADVISORY BOARD MEMBERSHIP

<u>Name</u>	<u>Program Represented</u>
Frederick Goodwin 2934 Glenview Ct. Bldg. #2 Port Huron, MI 48060 (810) 982-5645	Section 8 HCV Program
Joyce Snyder 2886 Mason Ave. Port Huron, MI 48060 (810)987-7624	Section 8 HCV Program (Transferred from P.Hsg Pgrm)
Betty Jacobs 702 Erie St. #D-01 Port Huron, MI 48060 (810)982-6528	Public Housing (Senior Hsg) (Project 39-2)
Thomas Cook 705 Pine St. #G-04 Port Huron, Mi 48060 (810) 531-955	Public Housing (Senior Hsg) (Project 39-2) (Disabled Representative)
Nancy Kuecken 1916 Nern St. #117 Port Huron, MI 48060 (810) 982-0594	Public Housing (Family Hsg) (Project 39-3)
Christine Charlton 1515 Riverview ST. Port Huron, MI 48060 (810) 982-1081	Public Housing (Family Hsg) (Project 39-1)
William Vivian 3028 - 28 th ST. Hsg) Port Huron, MI 48060 (810) 488-5439	Public Housing (Family (Project 39-1)

REQUIRED ATTACHMENT D

PORT HURON HOUSING COMMISSION OTHER INFORMATION COMPONENT 18

RESIDENT MEMBERSHIP OF THE PHA GOVERNING BOARD

RESIDENT MEMBER: William Smith

METHOD OF SELECTION: Appointed by the City Manager

TERM OF APPOINTMENT: 5 Year Term

Begins: December 19, 2006

Expires: December 19, 2011

Required Attachment E

PORT HURON HOUSING COMMISSION COMPONENT TWELVE: "COMMUNITY SERVICE"

Public Housing Resident Community Service Procedures

Procedures for New Move Ins:

- 1) At the time of move-in, determine which household members are exempt and which are not exempt.
- 2) For those exempt, fill out a Community Service Exemption Certification.
- 3) For those not exempt, issue a Community Service Rules sheet and a Volunteer Organization Participation List during their lease signing requiring the family members to advise you of the organization's information and to begin their community service within 1 month from the date of move in.
- 4) Insert all household member's names 18 and older on your log and keep updated.
- 5) When you are notified of the organization's information:
Note the organization's name and contact information where they will be completing this requirement on a Community Service Completion Certification form completing only through the section noting the Organization Name.

Send the organization the Organization Information Letter along with a Time Sheet.

File this form along with the copy of the original letter sent to the resident in their file awaiting their next re-exam.

- 6) As you receive Time Sheets, file them in the resident's file awaiting their next re-examination.
- 7) At the time of reexamination, now follow the steps under On-Going Procedures.

On-going Procedures at the time of Reexamination:

- 1) The In-Take Specialist should draw your attention to those residents with upcoming re-certifications who should be performing Community Service.
- 2) Fill out a Community Service Certification Summary sheet.
- 3) For those marked as exempt, attach the Community Service Exemption Certification.
- 4) If this person is still exempt, fill out one Community Service Exemption Certification per person for next year's reexamination.
- 5) For those not exempt, complete the bottom portion of the Community Service Completion Certification for each person (the top portion was completed when the resident informed you where they would be fulfilling their community service work) and attach all time sheets. Total the hours to determine if the resident has completed at least 8 hours per month.
- 6) If the family is in compliance, attach all paperwork with the Certification Summary on the top and place in their file—complete their reexamination.
- 7) Fill out the top portion of a new Completion Certification for each non-exempt member indicating the organization's information where they will be completing their community service requirement for the upcoming year.
- 8) If the family is not in compliance, send a Letter of Non-Compliance stating:
 - * Which member(s) is in non-compliance
 - * The reason why they are in non-compliance (# of hours they are short, etc.)
 - * State that the lease will not be renewed at their reexamination unless they:
 - Have a family member enter into a written agreement to cure the non-compliance; or
 - Provide written assurance satisfactory to the Port Huron Housing Commission that the non-compliant family member no longer resides in the unit.
 - * State that they may request an informal hearing within 14 calendar

days from the date of the letter or that they may seek judicial remedy for non-renewal of the lease.

- 9) If the family member(s) has entered into a written agreement or has moved from the unit, attach all paperwork including the written agreement if applicable with the Certification Summary on the top and place in their file—complete their reexamination.
- 10) Fill out the top portion of a new Completion Certification for each non-exempt member indicating the organization's information where they will be completing their community service requirement for the upcoming year.
- 11) At the next re-examination, if the written agreement has not been adhered to, the lease will not be renewed and eviction proceedings will take place. (Keep in mind the first hours earned during the year following a written agreement are applied first to the current year—then any overage to the written agreement.)

REQUIRED ATTACHMENT F

PORT HURON HOUSING COMMISSION PET POLICY (PUBLIC HOUSING FAMILY AND SENIOR)

EXCLUSIONS

This policy does not apply to animals that are used to assist, support or provide services to persons with disabilities except as herein noted.

Assistive animals are allowed in all Public Housing units with no restrictions other than those imposed on all residents and guests to maintain their units and associated space in a decent, safe and sanitary manner and to refrain from disturbing their neighbors. Licensing is required in accordance with the City of Port Huron's Animal Control regulations.

PET OWNERSHIP

The Port Huron Housing Commission will allow for reasonable pet ownership in all of the buildings designated controlled by the Commission.

The ownership does require pre-approval of the Port Huron Housing Commission. Residents are fully responsible for any damages caused by the pet, including the cost of any clean-up, fumigation, carpet cleaning, lawns, yards and all common spaces. In exchange for this privilege, pet owners assume full responsibility for liability for the pet, and agrees to hold the Port Huron Housing Commission harmless from any claims caused by an action or inaction of the pet and owner.

APPROVAL

No resident can maintain, own, watch or control any pet without the approval of the Port Huron Housing Commission. All residents MUST have prior approval before moving a pet into their unit. Residents must apply and supply all information and completely fill out the "Pet Application Form" and pay a twenty-five and no/100 (\$25.00) dollar non-refundable application and processing fee. All registrations must be updated annually.

Residents must have established a record of good housekeeping practices. Rent payment history must show no delinquencies or late payments for the last year.

The Port Huron Housing Commission reserves the right to enter and inspect the unit after reasonable notice to the tenant and during

reasonable hours only if the Port Huron Housing Commission has received a signed, written complaint that the conduct or condition of a pet in a unit constitutes, under applicable state or local law, a nuisance or a threat to the health or safety of the occupants of the project or others in the community.

Unclaimed or disapproved pets will be considered a lease violation and grounds for eviction.

TYPES AND NUMBER OF PETS

The Port Huron Housing Commission will allow only domesticated animals that are traditionally kept in the home for pleasure rather than for commercial purposes such as dogs, cats, birds or rodents including rabbits in cages, and fish or turtles in aquariums in apartments. Common household pet does not include reptiles (except turtles). All dogs and cats must be licensed by the City of Port Huron if required. All dogs and cats must be neutered/spayed and be inoculated as required by local and state laws. License must be attached to collars worn by pets at all times. Proof of license must be provided each year at the annual re-certification.

Pets will be limited to one four-legged warm-blooded pet, or one aquarium, or one cage per unit. All pets in excess of one will be subject to Port Huron Housing Commission prior approval. Any animal deemed to be potentially harmful to the health or safety of others, including attack or fight trained dogs, will not be allowed.

No animals may exceed 20 pounds in weight projected to full adult size. Pets kept in aquariums may not exceed 20 gallon maximum size.

INOCULATIONS

In order to be registered, pets must be inoculated against rabies, distemper and other conditions prescribed by state and local ordinances. Applicants must comply with all other state and local public health, animal control, and anti-cruelty laws including any licensing requirements for their pet. A certification signed by a licensed Veterinarian or state or local official must be submitted annually to attest to the inoculation requirements.

PET DEPOSIT & FEES

A maximum pet deposit of One Hundred Fifty and no/100 (\$150.00) Dollars, as well as a Fifteen and no/100 (\$15.00) Dollar on-going

monthly nominal fee are required at the time of registering the pet. The normal security deposit plus the pet security deposit shall not exceed one and one-half (1 ½) times the resident's gross rent at the time the pet security deposit is due. In certain cases when a resident is unable to pay the full deposit at the time the pet is approved and acquired, the deposit may be paid in increments which the Port Huron Housing Commission will not require them to exceed \$50.00 initially followed by payments not greater than \$10.00 per month thereafter until the deposit has been paid in full. Residents wishing to pay higher amounts will be allowed to do so. The deposit is refundable when the pet or the family vacates the unit, less any amount owed due to damages beyond the normal wear and tear. The monthly fee is not refundable and is on-going and is to be used by the Housing Commission to cover administrative costs for the Pet Program.

At the option of the family, the monthly fee can be paid in one yearly lump sum for a 10% discount. The monthly fee is not applicable to the elderly sites per HUD regulations.

If the Commission determines that a family has a pet and the family refuses to follow policy by completing an application, the family shall be charged and responsible for payment of all deposits and fees until either the pet is removed, eviction proceedings are completed, or the family vacates the unit.

Upon the permanent removal of the pet from the unit, the Housing Commission will perform a Pet Exit Housing Inspection to determine any charges necessary for damages caused by the pet before the security deposit is returned.

FINANCIAL OBLIGATION OF RESIDENT

Any resident who owns or keeps a pet in their unit will be required to pay all associated costs, charges, fees, etc. as a result of any damages, infestations, exterminations, etc. The Housing Commission reserves the right to act to solve any such problems and charge the resident any and all charges.

NUISANCE OR THREAT TO HEALTH AND SAFETY

The pet and its living quarters must be maintained in a manner to prevent odors and any other unsanitary conditions in the owner's unit and surrounding areas. Pet is to be encased or restrained (muzzle and leash) when in public areas of the building. The pet must be accompanied by a person who is able to control the pet. Before acquiring a pet, the resident must have on file a statement in the

resident's file naming the person(s) accepting responsibility for the care of the pet in case of illness, incapacitation or absence of the resident. If the person(s) named on the statement is not available in a situation described herein regarding the care of the pet, the pet will be removed by the Housing Commission, and all costs thereof shall be the responsibility of the resident.

Three (3) substantiated complaints by neighbors or the Housing Commission personnel regarding pets disturbing the peace of neighbors through noise, odor, animal waste, or other nuisance or violations of this policy will result in the owner having to remove the pet. This shall include the interference of any pet with the proper and rightful conduct of Housing Commission staff in the prosecution of their duties and responsibilities when entering a dwelling unit after proper notification or to respond to an emergency situation. Failure to comply with an order to remove a pet will be considered a lease violation.

DESIGNATION OF PET AREAS

Pets must be kept in the owner's apartment or on a leash under a person's control at all times when outside (no outdoor cages, pens, coups, houses or runs may be constructed). Pets will be allowed only in designated areas on the grounds of the property. Pet owners must clean up after their pets and are responsible for disposing of pet waste.

With the exception of assistive animals, no pets shall be allowed in the community rooms, community room kitchen, laundry rooms, public restrooms, lobby or office's at any public housing site.

To accommodate residents who have medically certified allergic or phobic reactions to dogs, cats, or other pets, those pets may be prohibited from certain wings or floors of the building. This shall be implemented based on demand for this service.

MISCELLANEOUS RULES

Pets may not be left unattended in a dwelling unit for over 24 hours. If the pet is left unattended and no arrangements are made for its care, the Housing Commission will have the right to enter the premises and take the un-cared pet to be boarded at a local animal care facility for a period of time not to exceed 30 days at the total expense of the resident. Following the 30 day limit, should the resident not claim their pet, the pet will be donated to the local animal control or Humane Society.

Pet bedding shall not be washed in any common laundry facility.

Residents must take appropriate actions to protect their pets from fleas and ticks.

All dogs must wear a tag bearing the resident's name and phone number and the date of the latest rabies inoculation.

Pets may not be bred or used for commercial purposes.

Residents owning cats shall maintain waterproof litter boxes for cat waste. Refuse from litter boxes shall not accumulate or become unsightly or unsanitary.

Litter shall be disposed of in an appropriate manner.

A pet owner shall physically control or confine his/her pet during the times when Housing Commission employees, agents of the Housing Commission or others must enter the pet owner's apartment to conduct business, provide services, enforce lease terms, etc.

If the pet causes harm to any person, the pet's owner shall be required to immediately and permanently remove the pet from the Housing Commission's property. The pet owner may also be subject to termination of the dwelling lease.

A pet owner that has violated any other conditions of this policy may be required to remove the pet from the development within 10 calendar days of written notice from the Housing Commission. The pet owner may be subject to termination of the dwelling lease.

The Housing Commission's Grievance Procedures shall be applicable to all individual grievances or disputes arising out of violations or alleged violations of this policy.

Pet owners must supply a picture of the pet at the time of application.

VISITING PETS

No visiting pets shall be permitted on Housing Commission property. Pet sitting is prohibited.

REMOVAL OF PETS

The Housing Commission, or an appropriate community authority, shall require the removal of any pet from the villages if the pet's conduct or condition is determined to be a nuisance or a threat to the health or

safety or peaceful enjoyment of all other occupants of that village, employees of the Housing Commission, or other persons in the community where the project is located.

In the event of illness or death of the pet owner, or in the case of an emergency that would prevent the pet owner from properly caring for the pet, the Housing Commission has permission to call the emergency care giver designated by the resident or the local pet enforcement agency to take the pet and care for it until a family member or friend claim the pet and assume responsibility for it.

Any and all expenses incurred will be the responsibility of the pet owner.

REQUIRED ATTACHMENT G

PORT HURON HOUSING COMMISSION PROGRESS REPORT ON 5 YEAR GOALS

Management Goal:

To manage our programs in an efficient and effective manner to obtain at least an 83% score in PHAS

Objectives:

Improve computer technology/train employees

- Wireless internet at Learning Center
- Trained employees on use of computer calendar in outlook
- Pete attended a one-day session on web-sites
- Sharing forms, policies, procedures on the network - highest use of shared drive among City Government Departments
- Continue training on use of software programs
- Investigating installation of wiring at family sites with internet capabilities

Provide education, training, cross-training, tools for Board and Staff

- Board is now attending certification trainings provided by NAHRO on Leadership (2 complete), Ethics, Fundamentals (2 complete), and Monitoring.
- Staff attended various sessions on Asset Management, Grant Writing, Geriatric Health, Audit Findings, Land Bank Purchases, SEMAP, MSHDA Opportunities, Real Estate Development, and Affordable Housing. Betty also attended an Executive Director's Workshop.
- Upcoming sessions will include Energy Performance Contracting, Real Estate Development continuation, UPCS Training, Maintenance and Procurement, and REAC Inspections.
- Cross training: Sandra now trained at Maintenance, Robin now trained in calculating rents, Shamika now trained in in-take appointments.

Ensure strong financial condition through effective audit results, accounting training, and application for grants

- Current year audit contained one finding which was already resolved through changes to our policies dating back as far as July of 2005.
- Currently interviewing for a new Accounting Assistant who has a degree in Accounting.
- Three employees are now responsible for applying for and securing grants.
- May contract out a person to seek funding

Improve tenants accounts receivable

- Lease was revised which now contains stronger verbiage for court

- Currently revising the Tenant Handbook to be more specific on requirements. Eviction notices were revised now allowing eviction for purposes other than non payment.
- Meeting was held with our Attorney and Legal Aid to improve relations.
- Percentage of accounts receivable has decreased each year over the past two years

Explore and develop additional revenue sources

- Advertising in newsletter
- Marketing Reinvestment Center
- Increased rents in Reinvestment Center slightly, however they are still very competitive
- Exploring various grants that may become available
- Scheduling a meeting with MSHDA
- Investigating Energy Savings and Energy Performance Contracting
- Pursuing the use of Housing Matters, Inc.

Reassess employees to ensure they are in positions matched to their skill sets

- In 2005, we restructured many positions in our Management Office which provided for many staff transfers to positions matching their skill sets (Erin, Dee, Robin, Anne, Carrie)
- In 2006, we restructured our maintenance department assigning specific villages which has given them the ability to schedule their own days and work more independently

Reassess job descriptions to ensure they encompass sufficient duties to support the team and assess and compare salary ranges

- All job descriptions were reviewed and revised if necessary during this past year and assigned pay ranges. All job descriptions continue to be revised as necessary.
- A new pay range table was developed for ease of implementing raises, step increases, promotions, etc.

Marketing Goal:

Enhance and improve the marketability of all public housing stock and Section 8 programs. Strive to ensure our programs are the assistance of choice and is not considered the last resort housing.

Objectives:

Promote extra-curricular programs and include character-building articles in our newsletters

- Good attendance at the following programs: National Night Out; Family Summer Fun Nights such as the Carnival, Face Painting/Talent Show,

Movie Nights; Playground Program; Senior Picnic; and other Senior Programs such as Bingo, Blood Pressure and Flue Shot Clinics, Holiday Parties, and Brown Bag Pharmacy Sessions.

- Published articles on housekeeping, crime prevention and protection, health hazards, getting along with your neighbors, holiday traditions, family conflict and community resources, what to do during power outages or bad weather, parenting, protecting your child, and fire prevention.

Promote housing programs with speaking and/or tours

- Continue to publish a landlord newsletter
- Advertised in the Council on Aging newsletter, the Times Herald, and the WHLS flyer
- Continue participation on many agency boards
- Presentations given to the Community Counseling and Mentoring Services Parent Mentoring Section, the local Landlord Association, the Mayor and City Manager, and a local business women's group.
- Scheduling a presentation for all local agencies for early May, 2007.
- Gave the new City Manager a tour of our facilities.

Improve our property curb appeal

- Landscaped Management Office as a test site
- Investigating funding for senior balconies and heating/cooling system and Dulhut renovation/demolition.
- Purchasing new "frost free" refrigerators and "self cleaning" ovens for family sites.

Continue lawn fertilization program

- Our maintenance department applied weed and feed type fertilizer at all sites on a scheduled basis
- Hired Building Maintenance Helpers under our Section 3 program to assist in lawn care and keeping our sites free of debris

Strengthen partnerships and bridge cross-overs with agencies

- Renewed contracts with Center for Human Resources, Girl Scouts, Boy Scouts, Council on Aging, City of Port Huron Police Department, and the Economic Opportunity Committee
- Entered into a new contract with SONS
- Exploring partnering with the City of Port Huron on improvement of the rentals in the City.

Strive to provide internet access to all units and Learning Center

- Installed wireless internet at the Reinvestment Center for use by our Learning Center
and purchase 5 new computers and printers

- Investigating the installation of new cable for all family sites to include internet capabilities.

Maintenance Goal:

Deliver in a timely manner high quality, trustworthy, and professional maintenance service to all of our residents.

Objectives:

Improve and adopt strong preventive maintenance techniques to reduce overall need for service

- Restructured our preventive maintenance at our family sites to coordinate with the housing inspections thereby providing for less inconvenience to tenants and less work orders
- Now performing preventive maintenance checks with every work order

Publish at least six maintenance education items in newsletter annually

- Articles are published monthly by our maintenance department
- Helpful hints are provided for most holidays

Improve and broaden our maintenance staff abilities and skills by providing equipment and training

- Providing training on maintenance and procurement for our Maintenance Supervisor
- Holding a garage sale to sell old equipment and supplies to provide funds for new equipment needed.
- Having all maintenance staff attend an e-Learning session on REAC inspections.
- Expanded garage facility at Gratiot Village
- Purchased John Deere tractor

Develop and take advantage of all new energy conservation techniques and procure energy star equipment

- Currently testing hot water heaters for most efficient and reliable—may convert to electric.
- Requesting energy star equipment at all times – most recently on our purchase of refrigerators and ranges.
- Reduced heat settings in all hallways, common areas, community buildings, and vacant units
- Investigating motion light sensors in Reinvestment Center and Community Buildings
- Investigating geo-thermal heat system for senior sites.

Strengthen our Section 3 and Correctional programs

- Have continued to employ one Section 8 worker who will be a viable candidate for full time employment, most recently expanding this to include our Maintenance Clerk Assistant position
- Cancelled our participation in the City's Correctional program and have replaced it by providing opportunities for our residents in need of fulfilling their community service requirement
- Encourage all contractors to use Section 3 employees
- Created a new policy and procedure for our Section 3 program

Improve our vacant unit turnaround

- Our turnaround time has been dramatically reduced by maintenance. Vacancy issues are now in new lease ups. We are tracking our advertising and exploring other populations who are in need of housing

Explore all avenues to improve all categories in our PHAS score

- Currently working on restructuring our work order system to now include computerized tracking of the inspections of buildings and systems as well as units.
- Completing sporadic quality control inspections of completed work orders

REQUIRED ATTACHMENT H

PORT HURON HOUSING COMMISSION FINAL RULE ON “VOLUNTARY CONVERSION” REQUIRED INITIAL ASSESSMENTS

Component 10 (b) Voluntary Conversion Initial Assessments

- a. How many of the PHA's developments are subject to the Required Initial Assessments?

TWO
- b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

ONE
- c. How many Assessments were conducted for the PHA's covered developments?

ONE
- d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

NONE
- e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

N/A, ASSESSMENTS ARE COMPLETE

OPTIONAL ATTACHMENT I

Capital Fund Program Five-Year Action Plan Part I: Summary					
PHA Name: Port Huron Housing Commission				<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/ HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 3 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 4 FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 5 FFY Grant: 2011 PHA FY: 2011
MI 39-1 Gratiot/Huron Villages	Annual Statement	\$135,000	\$55,216	\$340,000	\$250,000
MI 39-2 Desmond/Peru Villages		\$155,000	\$283,347	\$145,000	\$190,000
MI 39-3 Dulhut Village		\$185,563	\$225,000	\$78,563	\$40,000
PHA Wide		\$239,507	\$151,507	\$151,507	\$235,070
CFP Funds Listed for 5-Year Planning		\$715,070	\$715,070	\$715,070	\$715,070
Replacement Housing Factor Funds		\$0	\$0	\$0	\$0

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages - Work Activities

Activities for Year 1	Activities for Year: <u>2</u> FFY Grant: 2008 PHA FY: 2008			Activities for Year: <u>3</u> FFY Grant: 2009 PHA FY: 2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	MI 39-1 Gratiot/Huron	Preventative Maintenance	\$50,000	MI 39-1 Gratiot/Huron	Preventative Maintenance	\$45,000
		Energy Saving Toilets	\$15,000		Landscaping	\$5,216
See		Exterior Door Replacement	\$70,000		Play scape Upgrades	\$5,000
Annual		Total MI 39-1	\$135,000		Total MI 39-1	\$55,216
Statement	MI 39-2 Desmond/Peru	Replace Alarm Panel Pull Cords	\$100,000	MI 39-2 Desmond/Peru	Exterior Lighting	\$20,000
		Security Cameras	\$20,000		Microwave/Stove Hoods	\$53,347
		Energy Saving Toilets	\$15,000		Bathroom Conversion	\$10,000
		Landscaping	\$20,000		Bond Debt Obligation for Heating/A/C	\$100,000
		Total MI 39-2	\$155,000		Balcony Construction	\$100,000
	MI 39-3 Dulhut	Preventative Maintenance	\$50,000		Total MI 39-2	\$283,347

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages - Work Activities

Activities for Year 1	Activities for Year: <u>2</u> FFY Grant: 2008 PHA FY: 2008			Activities for Year: <u>3</u> FFY Grant: 2009 PHA FY: 2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
		Tree Removal/Replacement	\$15,000			
		Refrigerator/Range Replacement	\$70,563	MI 39-3 Dulhut	Preventative Maintenance	\$40,000
		Kitchen Cupboard Phase I	\$35,000		Landscaping/Fencing	\$70,000
		Energy Saving Toilets	\$15,000		Siding Replacement	\$90,000
		Total MI 39-3	\$185,563		Exterior Lighting	\$25,000
	PHA Wide	Administration Expense	\$71,507		Total MI 39-3	\$225,000
		Provide A/E Design/Inspections	\$51,000	PHA Wide	Administrative Expense	\$71,507
		Drug Prevention/Intervention	\$97,000		Provide A/E Design/Inspections	\$60,000
		Maintenance Equipment	\$20,000		Maintenance Equipment	\$20,000
		Total PHA Wide	\$239,507		Total PHA Wide	\$151,507

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages - Work Activities

Activities for Year 1	Activities for Year: <u>2</u> FFY Grant: 2008 PHA FY: 2008			Activities for Year: <u>3</u> FFY Grant: 2009 PHA FY: 2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
Total CFP Estimated Cost			\$715,070			\$715,070

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages - Work Activities

Activities for Year: <u>4</u> FFY Grant: 2010 PHA FY: 2010			Activities for Year: <u>5</u> FFY Grant: 2011 PHA FY: 2011		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
MI 39-1 Gratiot/Huron	Preventative Maintenance	\$50,000	MI 39-1 Gratiot/Huron	Preventative Maintenance	\$50,000
	Siding Replacement	\$100,000		Electric Panel Upgrades	\$200,000
	Landscaping	\$15,000		Total MI 39-1	\$250,000
	Exterior Lighting	\$25,000	MI 39-2 Desmond/Peru	Bond Debt Obligation for Heating/A/C	\$100,000
	Roof Replacement	\$150,000		Tub Replacement	\$90,000
	Total MI 39-1	\$340,000		Total 39-2	\$190,000
MI 39-2 Desmond/Peru	Closet Door Replacement	\$35,000	MI 39-3 Dulhut	Preventative Maintenance	\$40,000
	Bond Debt Obligation for Heating/A/C	\$100,000		Total 39-3	\$40,000
	Emergency Generators	\$10,000			

Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages - Work Activities

Activities for Year: <u>4</u> FFY Grant: 2010 PHA FY: 2010			Activities for Year: <u>5</u> FFY Grant: 2011 PHA FY: 2011		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
	Total 39-2	\$145,000	PHA Wide	Administrative Fee	\$51,507
MI 39-3 Dulhut	Preventative Maintenance	\$50,000		Provide A & E Design/Inspections	\$60,000
	Microwave/Range Hoods	\$28,563		Maintenance Equipment	\$20,000
	Total MI 39-3	\$78,563		Drug Prevention/Intervention	\$83,563
PHA Wide	Administrative Expense	\$71,507		Total PHA	\$235,070
	Provide A/E Design/ Inspections	\$60,000			
	Maintenance Equipment	\$20,000			
	Total PHA Wide	\$151,507			

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages - Work Activities**

Activities for Year: <u>4</u> FFY Grant: 2010 PHA FY: 2010			Activities for Year: <u>5</u> FFY Grant: 2011 PHA FY: 2011		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
		\$715,070			\$715,070

OPTIONAL ATTACHMENT J

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part I: Summary**

PHA Name: Port Huron Housing Commission		Grant Type and Number CFP Grant No: MI28P03950104 Replacement Housing Factor Grant No:		Federal FY of Grant: 2004	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$28,134	\$0	\$0	\$0
3	1408 Management Improvements	\$96,843	\$112,000	\$113,021	\$112,661
4	1410 Administration	\$77,179	\$77,179	\$75,412	\$75,412
5	1411 Audit				
6	1415 Liquidated Damages				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part I: Summary

PHA Name: Port Huron Housing Commission		Grant Type and Number CFP Grant No: MI28P03950104 Replacement Housing Factor Grant No:		Federal FY of Grant: 2004	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
7	1430 Fees and Costs	\$76,000	\$51,700	\$57,609	\$57,609
8	1440 Site Acquisition				
9	1450 Site Improvement	\$21,891	\$30,850	\$38,511	\$40,550
10	1460 Dwelling Structures	\$325,725	\$327,262	\$350,470	\$339,456
11	1465.1 Dwelling Equipment - Non-expendable				
12	1470 Non-dwelling Structures	\$101,019	\$127,800	\$94,596	\$97,980
13	1475 Non-dwelling Equipment	\$45,000	\$45,000	\$42,172	\$48,123
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$771,791	\$771,791	\$771,791	\$771,791
22	Amount of Line 21 Related to LBP Activities	\$0	\$0	\$0	\$0

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part I: Summary**

PHA Name: Port Huron Housing Commission		Grant Type and Number CFP Grant No: MI28P03950104 Replacement Housing Factor Grant No:		Federal FY of Grant: 2004	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of Line 21 Related to Section 504 Compliance	\$0	\$0	\$0	\$0
24	Amount of Line 21 Related to Security - Soft Costs	\$0	\$0	\$0	\$0
25	Amount of Line 21 Related to Security - Hard Costs	\$20,000	\$33,100	\$44,907	\$44,907
26	Amount of Line 21 Related to Energy Conservation Measures	\$25,000	\$13,850	\$14,561	\$14,561

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: Port Huron Housing Commission		Grant Type and Number CFP Grant No: MI28P03950104 Replacement Housing Factor Grant No:			Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work

				Original	Revised	Funds Obligated	Funds Expended	
MI 39-1 Gratiot/Huron	Soffit/Overhang Replacement	1460	100%	\$50,000	\$0	\$0	\$0	
	Site Improvements	1450	100%	\$20,000	\$19,500	\$22,897	\$22,897	Completed
	Energy Audit Upgrades - Dwelling	1460	100%	\$5,000	\$0	\$0	\$0	
	Energy Audit Upgrades - Non-dwelling	1470	100%	\$5,000	\$2,700	\$2,714	\$2,714	Completed
	Preventative Maintenance	1460	100%	\$10,000	\$22,500	\$22,498	\$22,498	Completed
	Reinvestment Center Renovations	1470	100%	\$0	\$47,000	\$36,654	\$37,034	Completed
MI 39-2 Desmond/Peru	Efficiency Conversion Phase I	1460	100%	\$100,000	\$15,000	\$14,291	\$14,291	Completed
	Community Room Renovations	1470	100%	\$5,000	\$4,100	\$4,093	\$4,093	Completed
	Preventative Maintenance	1460	100%	\$15,950	\$8,500	\$8,409	\$8,409	Completed
	Energy Audit Improvements	1460	100%	\$5,000	\$11,150	\$11,847	\$11,847	Completed
	Site Improvements	1450	100%	\$0	\$3,150	\$3,663	\$3,663	Completed
	Carpet Replacement Continued from 2002	1460	100%	\$0	\$1,900	\$1,819	\$1,819	Completed
MI 39-2 Desmond/Peru (Continued)	Management Office Landscaping	1450	100%	\$0	\$7,200	\$10,901	\$12,940	Completed
	Roof Replacement	1460	100%	\$0	\$64,612	\$65,189	\$53,965	Completed
	Tub Spout Replacement	1460	100%	\$0	\$62,000	\$64,914	\$65,125	Completed

Annual Statement/Performance and Evaluation Report
Capital Fund Program and capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Port Huron Housing Commission		Grant Type and Number CFP Grant No: MI28P03950104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
MI 39-3 Dulhut	Gutter/Downspout/Overhang Replacement	1460	100%	\$30,000	\$0	\$0	\$0	
	Tile Replacement	1460	100%	\$50,000	\$51,000	\$59,257	\$59,257	Completed
	Energy Audit Improvements - Dwelling	1460	100%	\$5,000	\$0	\$0	\$0	
	Energy Audit Improvements - Non-Dwelling	1470	100%	\$5,000	\$0	\$0	\$0	
	Site Improvements	1450	100%	\$1,891	\$1,000	\$1,050	\$1,050	Completed
	Preventative Maintenance	1460	100%	\$34,775	\$57,500	\$57,339	\$57,339	Completed
	Replace Exterior & Storm Doors	1460	100%	\$20,000	\$33,100	\$44,907	\$44,907	Completed
PHA Wide	Administration Salaries	1410	100%	\$77,179	\$75,412	\$75,412	\$75,412	Completed
	Provide A/E Design	1430	100%	\$51,000	\$37,000	\$42,908	\$42,908	Completed
	Provide Inspection of Work	1430	100%	\$25,000	\$14,700	\$4,189	\$4,189	Completed
	Drug Intervention/Prevention	1408	100%	\$80,000	\$106,323	\$106,323	\$106,323	Completed

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages**

PHA Name: Port Huron Housing Commission		Grant Type and Number CFP Grant No: MI28P03950104 Replacement Housing Factor Grant No:				Federal FY of Grant: 2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Maint/Mgmt Equipment	1475	100%	\$45,000	\$42,172	\$42,172	\$48,123	Completed
	Resident Service Programs	1408	100%	\$16,843	\$5,000	\$6,698	\$6,338	Completed
	Public Housing Operations	1406	100%	\$28,134	\$0	\$0	\$0	
	Management Office Expansion	1470	100%	\$86,019	\$74,000	\$51,134	\$54,139	Completed
Totals				\$771,791	\$771,791	\$771,791	\$771,791	

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule**

PHA Name: Port Huron Housing Commission		Grant Type and Number Capital Fund Program No: MI 28P03950104 Replacement Housing Factor No:			Federal FY of Grant: 2004	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	

MI 39-1 Gratiot/Huron	09/07/2006			09/07/2008			
MI 39-2 Desmond/Peru	09/07/2006			09/07/2008			
MI 39-3 Dulhut	09/07/2006			09/07/2008			
PHA Wide	09/07/2006			09/07/2008			

OPTIONAL ATTACHMENT K

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary		
PHA Name: Port Huron Housing Commission	Grant Type and Number CFP Grant No: MI28P03950105 Replacement Housing Factor Grant No:	Federal FY of Grant: 2005

<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/06 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$0	\$0	\$0	\$0
3	1408 Management Improvements	\$86,977	\$113,977	\$106,700	106,700
4	1410 Administration	\$74,913	\$74,913	\$74,913	\$74,913
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$71,000	\$55,000	\$35,415	\$35,415
8	1440 Site Acquisition				
9	1450 Site Improvement	\$39,454	\$37,500	\$27,329	\$23,470
10	1460 Dwelling Structures	\$391,785	\$326,839	\$335,332	\$296,095
11	1465.1 Dwelling Equipment - Non-expendable	\$0	\$77,000	\$3,450	\$3,450
12	1470 Non-dwelling Structures	\$65,000	\$43,900	\$33,819	\$23,385
13	1475 Non-dwelling Equipment	\$20,000	\$20,000	\$12,614	\$12,612
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$749,129	\$749,129	\$629,570	\$576,041
22	Amount of Line 21 Related to LBP Activities	\$0	\$0	\$0	\$0

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part I: Summary

PHA Name: Port Huron Housing Commission		Grant Type and Number CFP Grant No: MI28P03950105 Replacement Housing Factor Grant No:		Federal FY of Grant: 2005	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/06 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
23	Amount of Line 21 Related to Section 504 Compliance	\$0	\$0	\$0	\$0
24	Amount of Line 21 Related to Security - Soft Costs	\$0	\$0	\$0	\$0
25	Amount of Line 21 Related to Security - Hard Costs	\$0	\$0	\$0	\$0
026	Amount of Line 21 Related to Energy Conservation Measures	\$0	\$0	\$0	\$0

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Port Huron Housing Commission		Grant Type and Number CFP Grant No: MI28P03950105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work

				Original	Revised	Funds Obligated	Funds Expended	
MI 39-1 Gratiot/Huron	Preventative Maintenance	1460	100%	\$20,000	\$80,000	\$97,883	\$67,883	
	Playscape Upgrade	1450	100%	\$7,802	\$0	\$0	\$0	
	Sidewalk Replacement	1450	100%	\$5,000	\$0	\$0	\$0	
	Seal Parking Lots	1450	100%	\$5,000	\$15,000	\$9,700	\$9,029	
	Refrigerator/Range Replacement	1465.1	100%	\$0	\$75,000	\$3,450	\$3,450	
	Gratiot Garage Expansion	1470	100%	\$0	\$25,000	\$20,000	\$9,567	
	RIC Upgrades	1470	100%	\$0	\$2,600	\$0	\$0	
	Shower Window Ledge Upgrade	1460	100%	\$0	\$7,000	\$0	\$0	
MI 39-2 Desmond/Peru	Replace Roofing	1460	100%	\$100,000	\$131,839	\$125,983	\$116,746	
	Replace Roofing on Mgmt Office	1470	100%	\$50,000	\$0	\$0	\$0	
	Interior Hall Door Replacement	1460	100%	\$10,000	\$0	\$0	\$0	
	Preventative Maintenance	1460	100%	\$5,000	\$0	\$1,624	\$1,624	
	Sidewalk Replacements	1450	100%	\$3,850	\$12,500	\$12,629	\$9,488	
	Seal Parking Lots	1450	100%	\$5,000	\$5,000	\$0	\$0	
	Boiler Pump Replacement	1460	100%	\$57,000	\$58,000	\$58,264	\$58,264	
	Garage Entrance Doors	1470	100%	\$0	\$2,300	\$0	\$0	
MI 39-3 Dulhut	Cabinet/Countertop Replacement Phase I	1460	100%	\$185,969	\$0	\$0	\$0	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Port Huron Housing Commission		Grant Type and Number CFP Grant No: MI28P03950105 Replacement Housing Factor Grant No:				Federal FY of Grant: 2005		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
	Site Improvements	1450	100%	\$5,000	\$5,000	\$5,000	\$4,953	
	Preventative Maintenance	1460	100%	\$13,816	\$50,000	\$51,578	\$51,578	
	Playscape Upagrade	1450	100%	\$7,802	\$0	\$0	\$0	
	Refrigerator/Range Replacement	1465.1	100%	\$0	\$2,000	\$0	\$0	
	Seal Parking Lots	1450	100%	\$0	\$5,000	\$0	\$0	
PHA Wide	Administration Salaries	1410	100%	\$74,913	\$74,913	\$74,913	\$74,913	
PHA Wide (Continued)	Provide A/E Design	1430	100%	\$51,000	\$40,000	\$21,657	\$21,657	
	Provide Inspection of Work	1430	100%	\$20,000	\$15,000	\$13,758	\$13,758	
	Drug Intervention/Prevention	1408	100%	\$80,000	\$107,000	\$106,700	\$106,700	
	Maint/Mgmt Equipment	1475	100%	\$20,000	\$20,000	\$12,614	\$12,612	
	Resident Service Programs	1408	100%	\$6,977	\$6,977	\$0	\$0	
	Management Office Renovations Phase II	1470	100%	15,000	\$14,000	\$13,819	\$13,819	
Totals				\$749,129	\$749,129	\$629,570	\$576,041	

**Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule**

PHA Name: Port Huron Housing Commission		Grant Type and Number Capital Fund Program No: MI 28P03950105 Replacement Housing Factor No:				Federal FY of Grant: 2005	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
MI 39-1 Gratiot/Huron	08/18/2007			08/18/2009			
MI 39-2 Desmond/Peru	08/18/2007			08/18/2009			
MI 39-3 Dulhut	08/18/2007			08/18/2009			
MI 39 PHA Wide	08/18/2007			08/18/2009			

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OPTIONAL ATTACHMENT L

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Port Huron Housing Commission		Grant Type and Number CFP Grant No: MI28P03950106 Replacement Housing Factor Grant No:		Federal FY of Grant: 2006	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2006 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$0	\$0	\$0	\$0
3	1408 Management Improvements	\$112,000	\$107,000	\$66,700	\$17,500

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part I: Summary

PHA Name: Port Huron Housing Commission		Grant Type and Number CFP Grant No: MI28P03950106 Replacement Housing Factor Grant No:		Federal FY of Grant: 2006	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2006 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
4	1410 Administration	\$74,913	\$73,620	\$0	\$0
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$51,000	\$51,000	\$0	\$0
8	1440 Site Acquisition				
9	1450 Site Improvement	\$30,000	\$25,000	\$0	\$0
10	1460 Dwelling Structures	\$305,000	\$380,000	\$0	\$0
11	1465.1 Dwelling Equipment - Non-expendable		\$51,563		
12	1470 Non-dwelling Structures	\$0	\$10,000	\$0	\$0
13	1475 Non-dwelling Equipment	\$19,000	\$19,000	\$0	\$0
14	1485 Demolition	\$126,563	\$19,013		
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collaterization or Debt Service				
20	1502 Contingency				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part I: Summary

PHA Name: Port Huron Housing Commission		Grant Type and Number CFP Grant No: MI28P03950106 Replacement Housing Factor Grant No:		Federal FY of Grant: 2006	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2006 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
21	Amount of Annual Grant: (sum of lines 2 - 20)	\$715,070	\$715,070	\$18,000	\$18,000
22	Amount of Line 21 Related to LBP Activities	\$0	\$0	\$0	\$0
23	Amount of Line 21 Related to Section 504 Compliance	\$0	\$0	\$0	\$0
24	Amount of Line 21 Related to Security - Soft Costs	\$0	\$0	\$0	\$0
25	Amount of Line 21 Related to Security - Hard Costs	\$0	\$0	\$0	\$0
26	Amount of Line 21 Related to Energy Conservation Measures	\$0	\$0	\$0	\$0

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Port Huron Housing Commission		Grant Type and Number CFP Grant No: MI28P03950106 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work

				Original	Revised	Funds Obligated	Funds Expended	
MI 39-1 Gratiot/Huron	Preventative Maintenance	1460	100%	\$40,000	\$40,000	\$0	\$0	
	Vanity & Sink Replacement	1460	100%	\$50,000	\$50,000	\$0	\$0	
	Kitchen Counter Replacement	1460	100%	\$12,500	\$12,500	\$0	\$0	
MI 39-2 Desmond/Peru	Roof Replacement	1460	100%	\$200,000	\$200,000	\$0	\$0	
	Site Improvements	1450	100%	\$30,000	\$25,000	\$0	\$0	
	Pull Cord System Replacement	1460	100%	\$0	\$33,000	\$0	\$0	
MI 39-3 Dulhut	Preventative Maintenance	1460	100%	\$50,000	\$40,000	\$0	\$0	
	Tile Replacement	1460	100%	\$10,000	\$4,500	\$0	\$0	
	Demolition	1485	100%	\$126,563	\$19,013	\$0	\$0	
	Range/Refrigerator Replacement	1465.1	100%	\$0	\$51,563	\$0	\$0	
PHA Wide	Administration	1410	100%	\$71,507	\$73,620	\$0	\$0	
	Provide A/E Design	1430	100%	\$51,000	\$40,000	\$0	\$0	
	Provide Inspection of Work	1430	100%	\$20,000	\$11,000	\$0	\$0	
	Drug Intervention/Prevention	1408	100%	\$107,000	\$107,000	\$0	\$0	
	Maint/Mgmt Equipment	1475	100%	\$19,000	\$19,000	\$0	\$0	
	Resident Service Programs	1408	100%	\$5,000	\$0	\$0	\$0	
PHA Wide (Continued)	Management Office Facade Upgrade	1470	100%	\$0	\$10,000	\$0	\$0	
Totals				\$715,070	\$715,070	\$66,700	\$17,500	

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Port Huron Housing Commission		Grant Type and Number Capital Fund Program No: MI 28P03950106 Replacement Housing Factor No:				Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
MI 39-1 Gratiot/Huron	08/18/2008			08/18/2010			
MI 39-2 Desmond/Peru	08/18/2008			08/18/2010			
MI 39-3 Dulhut	08/18/2008			08/18/2010			
MI 39 PHA Wide	08/18/2008			08/18/2010			

OPTIONAL ATTACHMENT M

Port Huron Housing Commission Five Year Plan Attachment Violence Against Women Act Report

The Port Huron Housing Commission has adopted a policy (Violence Against Women Act Policy) to implement applicable provisions of the Violence Against Women and Department of Justice Re-authorization Act of 2005 (Pub. L.109-162) (VAWA). Port Huron Housing Commission's goals, objectives and policies to enable us to serve the needs of child and adult victims of domestic violence, dating violence and stalking, as defined in VAWA, are stated in the Port Huron Housing Commission VAWA Policy, a copy of which is attached to this Plan.

In addition, the Port Huron Housing Commission shall operate programs to serve the needs of child and adult victims of domestic violence, dating violence and stalking as and to the extent such programs are described from time to time in the Port Huron Housing Commission's Annual Public Housing Agency Plan.

